United Nations ST/IC/2016/11

Secretariat

25 April 2016

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised policies and procedures for obtaining employment authorization for dependants of non-United States citizens**

1. The purpose of the present circular is to inform staff members holding a G-4 visa of a diplomatic note received from the United States Mission to the United Nations regarding policies and procedures for obtaining employment authorization for their eligible dependants.

2. Eligible dependants may be granted an employment authorization for a period of up to three years, which can be renewed in accordance with the established provisions. Dependants must be at least 16 years of age and meet the application requirements outlined by United States Citizenship and Immigration Services.

3. The objective of the note is to ensure that staff members and their dependants follow the procedures and provide the correct documentation when obtaining work authorization. The details of the revised procedures are set out in the annex to the present circular.

4. The forms P.320 and P.321 outline the requirements for work permits for spouses and children, respectively, and can be accessed on iSeek.

* The present circular will be in effect until further notice and should be read in conjunction with ST/IC/2012/11, ST/IC/2013/17 and ST/IC/2013/31.

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Annex

Diplomatic note dated 31 March 2016 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations and wishes to provide an outline of the policies and procedures for processing employment authorization for dependants.

Employment authorization may be granted for dependants of G-4 non-immigrant visa holders for a period of up to three years and are then renewable in accordance with the provisions of 8 CFR and 214.2(g). Dependants must be at least 16 years of age and meet the application requirements outlined by United States Citizenship and Immigration Services (USCIS). Additional detailed information can be found on the United States Mission's website at http://usun.state.gov/about/6632/6639.

All application packages must include an official note from the United Nations requesting employment authorization. The package should have a point of contact for the application along with USCIS Form I-765; two copies of USCIS Form I-566; a copy of the applicant's and principal's passport and visa; a copy of the applicant's and principal's arrival record (I-94); and two newly taken passport-size photographs with white background, used only for the application for employment authorization. The USCIS forms must include original signatures and endorsement by the United Nations. The passport-style photographs should have been taken within the last 30 days and must not have been used for any other United States Government document or application.

All applications for dependants of United Nations staff members must include a job offer letter from a prospective employer. The job offer letter must be written on official company letterhead, include an original signature or seal from the employer, and also contain the dependant's name, position, title, description of duties, hours to be worked, salary to be provided, and verification that the applicant possesses the qualifications required for the position.

If an applicant is seeking self-employment, a proposal letter outlining the industry of self-employment, duties to be performed, targeted clientele, hours to be worked, projected salary, and advertising methods for his/her services is required. In addition to the self-employment letter, the applicant must include a detailed résumé or curriculum vitae which should include educational background as well as any certifications and/or licences required for the proposed self-employment.

If the applicant is a student aged 21 or 22, they must be enrolled in an accredited post-secondary educational programme leading to matriculation, and also must provide proof of full-time enrolment via an original letter from the college or university's registrar's office. For the purposes of employment authorization, full-time is considered 12 or more units.

If an applicant has a documented mental or physical disability, an application must also include a signed letter from a physician confirming that the applicant is dependent on his/her parent.

When renewing employment authorization documents, please include all items listed as required for an initial application package, as well as a copy of the expiring Employment Authorization Document (EAD) and copies of federal and state income

taxes filed for the authorized employment period. Applicants are reminded that G visa holders are considered non-resident aliens for federal tax purposes, and therefore must file federal tax forms 1040-NR or 1040NR-EZ. If the applicant did not work during the authorized employment period, the applicant must include a letter detailing the circumstances for non-employment and a statement confirming that no income was earned and therefore no taxes were owed during the authorized employment period.

If an application is missing an item that has been described, it cannot be processed and will be returned to the United Nations Visa Committee, which will result in a delayed processing time. Once a completed application is received, it will be processed and submitted to USCIS in Nebraska. Please note that applications for employment authorization typically take between six and eight weeks to process. Processing times may exceed this duration if USCIS has issued a "Request for Evidence", which is a document indicating that an application for employment authorization requires further attention. Applicants submitting an application for renewal of an EAD are now eligible to begin the application process 90 days prior to the expiration of the current EAD.

The United States Mission is unable to provide information on the status of an application until four weeks after a completed application has been submitted. Information on the status of the application is not available from USCIS prior to this time frame. Such inquiries should be directed to USUNYEAD@state.gov and must contain the applicant's name and personal identification number (PID), the principal's employer and the date of submission.